

**MPD 1800.1
REVISION A**

**EFFECTIVE DATE: September 27, 2004
EXPIRATION DATE: September 27, 2009**

MARSHALL POLICY DIRECTIVE

AD01

MSFC SMOKING POLICY

**CHECK THE MASTER LIST at
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		11/13/00	
Revision	A	9/27/2004	To clarify authority of Area Manager regarding building entries; changed font to Times New Roman; replace “will”, “should”, “must” with shall where applicable.

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1. PURPOSE

This Marshall Policy Directive (MPD) states the existing smoking policy for Marshall Space Flight Center (MSFC) and emphasizes the need for Smoking Cessation Programs available to Federal employees.

2. APPLICABILITY

This Directive is applicable to all MSFC civil service employees and contractors working at MSFC.

3. AUTHORITY

Executive Order 13058, "Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace"

4. APPLICABLE DOCUMENTS

None

5. REFERENCES

None

6. DEFINITIONS

None

7. POLICY

The Environmental Protection Agency (EPA) studies regarding "passive" smoke have determined that environmental tobacco smoke is a Group A carcinogen, an agent known to cause cancer in humans. In recognition of MSFC's responsibility to provide a work environment that is as safe and healthy as possible for its workers and visitors, the following smoking policy is in effect:

- a. Smoking shall be prohibited in all MSFC-owned and leased buildings (both local and remote sites).
- b. Smoking shall be prohibited in all taxicabs, Government vehicles, administrative aircraft, outside any building/work area where there is an inherent risk of fire or explosion, within 100 feet of any flight hardware, and in front of air intake ducts (including passive air intake areas). Smoking shall be permitted in other outside locales unless specifically prohibited.

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c. To facilitate building ingress/egress for personnel desiring to avoid second-hand smoke, Area/Building Managers have the authority to designate at least one building entrance a No Smoking area for buildings having multiple entries. Smokers shall not smoke within 100 feet of these designated smoke-free entries. These No Smoking entryways shall be chosen based on both the needs of the non-smokers and the need for weather protection for smokers. (Also see paragraph 8.c below).

d. Employees desiring to smoke shall be permitted to go outside MSFC buildings to smoke except where there is an inherent risk of fire or explosion or in front of air intake ducts. However, absences from the worksite for this purpose shall be kept to a minimum and work assignments take priority over such absences. Reasonable protection from the weather is to be provided for smokers.

e. To assist employees who would like to quit smoking, the MSFC medical personnel offer free smoking cessation classes for MSFC employees.

8. RESPONSIBILITIES

a. The MSFC Area Manager shall review questionable locales that are inconsistent with the prohibitions discussed above. Following evaluation, the Area Manager shall establish these areas as No Smoking, if appropriate. Area Managers will utilize safety or health professionals as needed in determining the locale's status. Building Managers are to assist Area Managers when appropriate.

b. MSFC supervisors shall be responsible for ensuring this policy is followed in their respective organizations.

c. Smokers are requested to be considerate of nonsmokers and visitors and shall not congregate directly in front of the access to MSFC buildings. Congregating smokers can make the entrance to and exit from a building difficult and can be an irritant to individuals who are allergic to smoke. It is also suggested that individuals with severe allergies avoid using building entrances that provide maximum weather protection to smokers.

9. RECORDS

None

10. MEASUREMENT

None

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11. CANCELLATION

MPD 1800.1 dated November 13, 2000

Original signed by
Robin N. Henderson for

David A. King
Director